

# THE BT PASSPORT SCHEME

## INFORMATION FOR CWU MEMBERS



### WHAT IS THE BT PASSPORT?

The BT Passport is a scheme to document the requirements of employees who have special needs that can sometimes impact on their working life. This arrangement has been negotiated by the T&FSE Department.

### Who can have a BT Passport?

Currently within BT there are the following Passports available:

- BT Disability Passport – available to employees with health conditions that the employee believes are covered by the DDA (Disability Discrimination Act)
- BT Health & Well Being Passport – available to employees with mental health conditions
- BT Carers Passport – available to employees who have specific caring responsibilities for someone else

### What are the benefits of having a BT Passport?

It is a voluntary scheme that allows employees to ensure that any special needs that can impact on them in the workplace, either now or in the future, are documented. It ensures that any necessary, reasonable adjustments are documented, so that if the Line Manager or job role changes in the future, the information is readily available. It therefore guarantees continuity of any arrangements that are required for the employee in the workplace.

It allows the employee to explain in their own words their circumstances, the difficulties they experience in the workplace and discuss the help they require in the workplace. Hence, management are made aware and cannot later claim they didn't know or understand.

### Who has access to the information in the Passport?

The contents of the BT Passport are strictly confidential and treated accordingly. The Line Manager holds a copy, which is kept in the employee's personal file. The employee is provided with a copy, which ensures they have a copy of any reasonable adjustments/support that is agreed. Nobody else has access to the contents. In fact, nobody else within BT is aware who has a BT Passport.

### Who controls the information placed into the Passport?

The employee. The employee controls the amount of information they wish to divulge, to enable the Line Manager to implement assistance/support through the relevant BT policy. The contents of the Passport cannot be changed without the agreement of the employee.

### Do I have to do this on my own with my Line Manager?

No, each Passport clearly states that an employee can nominate someone to support them in this process. This includes a Trade Union Representative. Each Passport contains contact information for support. If you would like a Trade Union Representative to support you, please contact the branch.

### **If my health condition is currently OK will the BT Passport help me?**

The BT Passport ensures that the Line Manager is aware of the condition and how it may impact you in the future. This ensures that you would receive the appropriate reasonable adjustments should your health condition affect you in the future without causing unnecessary delays in providing you with the support you require. The BT Passport is designed to be “proactive” not “reactive”. This reduces unnecessary stress for employees. It is also a “living” document which can be reviewed and amended whenever your health requirements change.

### **In my current job role, I have no problems that cause me difficulties, why would I need a BT Passport?**

None of us knows what the future holds. The BT Passport ensures that should your job role change in the future, your circumstances are already documented and would therefore need to be taken into consideration. It would also allow you to highlight any problems that you encounter in the new role to BT Management. They, in turn, have a duty to make reasonable adjustments/ implement the relevant BT policy to support you.

### **Where can I obtain further information about the BT Passport?**

Information on the BT Passport will be available on the BT intranet.